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INSTRUCTION NO.  
LI 5-100-4

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GENERAL  
15 August 1956

SUBJECT: Preparation and Processing of Agency Regulatory  
Issuances

REFERENCES: (a) Agency Regulation [redacted] dated 19 October 1953  
(b) Memorandum from DD/S dated 30 June 1956 (Attachment)

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RESCISSION: (a) LI 5-100-3 dated 1 July 1955, subject same as  
above  
(b) Memorandum dated 25 April 1956 from  
Administrative Staff

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1. GENERAL

This Instruction implements references and establishes responsibilities and procedures regarding the preparation, processing, and control of Agency regulatory issuances by the Office of Logistics.

2. DEFINITION

Agency regulatory issuances as used herein mean those issuances referred to in paragraph 3.a. of [redacted] for which the responsibility for development and maintenance rests with the Office of Logistics.

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3. POLICY

a. See "Policies", reference (a).

4. RESPONSIBILITY

a. Each Staff and Division Chief is responsible for:

(1) Initiating Agency regulatory issuances which are essential

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and required for the performance of his mission and the over-all logistics mission.

- (2) Designating an employee (GS-12 or above) to act as Regulations Coordination Officer to whom all routine matters concerning regulatory issuances may be referred.
- (3) Coordinating with the Chief, Administrative Staff on all matters which materially affect the status of any issuance being processed.

b. The Chief, Administrative Staff is responsible for:

- (1) Planning and directing the regulatory program for the Office.
- (2) Reviewing and approving all proposed regulatory issuances.
- (3) Establishing standards and procedures for the administrative control of Agency regulatory issuances.
- (4) Assisting Staff and Division Chiefs in the determination of the need for Agency regulatory issuances and in resolving problems or points of disagreement which may arise.
- (5) Effecting coordination with ADD/S and throughout the DD/S area.

5. PROCEDURE

a. Working Level Collaboration

Working level collaboration will be restricted to those components, either internal or external to the Office of Logistics, who have related technical responsibilities and who can materially contribute to the initial development of the proposed issuance.

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b. Initiation of Proposed Regulatory Issuances

Drafts of proposed regulatory issuances, together with the transmittal memorandum referred to in paragraph 2.b. of reference (b), will be submitted to the Chief, Administrative Staff.

(1) The proposed issuance, when appropriate, will provide for the "rescission" of outstanding issues and indicate desired "distribution".

(2) The transmittal memorandum will provide:

(a) Information requested in paragraph 2.b. of reference (b), as well as pertinent information regarding the working level collaboration effected (including names of officials and organizational elements concerned) and the name and extension of the individual to be contacted for further information regarding the proposed issuance.

(b) For the approval of the Assistant Deputy Director (Support).  
(See page 18 of Handbook [REDACTED])

(c) For distribution as follows:

Orig. - D/L  
1 - ADD/S  
1 - OL Official file  
1 - (Initiating Division or Staff)  
1 - D/L Hold

c. Coordination of Proposed Regulatory Issuances

(1) The Chief, Administrative Staff will:

(a) Obtain comments from SSA(Log.).

(b) Transmit the proposed issuance to the ADD/S for approval.

(c) Upon receipt of ADD/S approval, effect coordination within the Support Services.

(d) If concurrences are received without comment, transmit the proposed issuance to the Chief, Regulations Control Staff, through the ADD/S, for coordination with DD/I, DD/P, and the IG.

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- (e) Forward comments received as a result of coordination within the Support Services to the initiating component for resolution.
- (2) The initiating component shall:
  - (a) Make every effort to resolve all comments received. Resolution of comments should be conducted expeditiously and informally; however, documentation shall be made to support instances where comments received are either modified when incorporated into a revised draft or are omitted from the revised draft altogether.
  - (b) Submit to the Chief, Administrative Staff revised drafts of the proposed issuance and new transmittal memorandum. The transmittal memorandum will be prepared in accordance with 5b(2)(b) and (c) above, and will provide for the following:
    - 1. Brief, but concise, information regarding the provision or nonprovision for comments in the revised issuance.
    - 2. Recommendation as to the degree of recoordination that should be effected.
    - 3. The name of the individual to contact for further information regarding the revised draft.
    - 4. Attachments of all comments received, as well as other pertinent memoranda setting forth agreements reached or unresolved problems as a result of discussions with the commenting office.

d. Submission of Revised Proposed Regulatory Issuances

After receipt from the initiating component, the Chief, Administrative Staff will submit revised drafts of the proposed regulatory issuance and covering transmittal memorandum to the ADD/S for approval for recoordination.

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e. Resolution of Comments Received from External DD/S Elements

Comments or nonconcurrences of DD/P, DD/I, and the Inspector General, received through channels, will be resolved in accordance with paragraph 2e and f, reference (b), and paragraph 5c(2) above.

FOR THE DIRECTOR OF LOGISTICS: 25X1A9a



Chief, Administrative Staff

Attachment:  
Reference (b)

OL/AS: [redacted]:mel

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